

To:

From:

Re: Request for approval and support to attend RSNA 2025 also known as the Radiological Society of North America's 111th Scientific Assembly and Annual Meeting.

I am requesting approval and budgetary support to attend RSNA 2025: *Imaging the Individual*, Nov. 30–Dec. 4, Chicago. This year's annual meeting will focus on the future of precision medicine and inclusivity, where every patient is seen through a lens that honors their unique genetic makeup, diverse background, geography and health care needs.

I am confident this experience will enable me to increase my contributions to the organization through new ideas, best practices, the latest science and innovative techniques that strengthen our position as a leading radiology provider [or radiological research institution].

Educational Courses

RSNA 2025 is projected to be as impactful as last year's annual meeting with hundreds of educational courses and thousands of scientific presentations covering every subspecialty. I will have the opportunity to discover state-of-the-art innovations, learn cutting-edge techniques and explore the latest research through educational courses, exhibits, hands-on learning opportunities and plenary sessions. Additionally, many courses are eligible for CME credit.

Technical Exhibits

RSNA hosts the world's largest medical equipment exhibition, featuring products from more than 700 manufacturers, suppliers and developers ranging from innovative startups to industry titans. I will be able to meet with industry representatives to discuss radiology products, services and solutions, and attend presentations to learn how we can incorporate them into our practice to streamline operations and enhance patient care.

Networking

RSNA 2025 is expecting 21,000+ medical imaging professionals, representing over 160 countries. These radiologists, medical imaging professionals, administrators, physicists and staff will be my peers for the week — sharing experiences, gathering at meet ups for focused conversations, discussing hot topics in medical imaging and building long-lasting relationships and mentorships.

Costs

The total expected cost of my attendance at this program is \$_____.

I have provided a detailed estimate worksheet for your review:

Airfare.....	\$ _____
Food	\$ _____
Hotel..... nights at \$ _____ per night, tax not included.	\$ _____
Ground Transportation	\$ _____
Registration Fee.....	\$ _____*
Tips, etc	\$ _____
TOTAL	\$ _____

*RSNA membership provides options for discounted or free annual meeting registration, depending on the package selected, which includes Virtual Access through February 2026.

I greatly appreciate your consideration of my request and look forward to your reply.

Sincerely,